

Class Title: Admin Secretary

Class Code: 002943

Examination Method

Minimum Qualifications Evaluation: Employment applications for Admin Secretary will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

Computer-Administered Test: To be eligible for employment consideration, qualified applicants must attain a passing score on a computer-administered test for Admin Secretary. The test takes approximately two (2) hours to complete.

Test Content Summary

The computer-administered test for Admin Secretary is organized into four test components. To be eligible for Career Service employment consideration an applicant must pass all four test components. The test components are:

Typing Performance: This test component assesses typing speed and accuracy. Applicants are provided a practice passage, followed by two more passages to type while being timed. This component counts as 25 percent of the total score.

Proofreading: This test component assesses the ability to review passages of text and accurately correct spelling errors, typographical errors, and errors in punctuation. This component accounts for 40 percent of the total score.

Alpha/Numeric Filing: This test component assesses the ability to accurately place in order various items within a group of existing alphabetic and numeric files. This test consists of two sections. The first section includes alphabetic files and the second consists of numeric files. There are 40 questions in this component which account for 10 percent of the total score.

Word Meanings: This test component assesses knowledge of word meanings within the context of sentences. There are 20 questions in this component which account for 25 percent of the total score.

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).